

# **KDE DATA ENTRY STANDARDS SCHOOL BUS INCIDENT REPORTS 2013-14**

**Kentucky Department of Education  
Student Tracking and Transportation Branch**



**KDE Contacts**

## Transportation Data Entry Support

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**KDE Data Entry Standards****Purpose**

The purpose of the Data Entry Standards document is to give driver trainers a set of guidelines for entering data into the Kentucky School Bus Incident Database (KSBID) fields. This document lists the data elements with screen shots and instructions. The data in this report is **required** by the Kentucky Department of Education from all districts on their current certified school bus drivers.

The Kentucky Department of Education, Student Tracking and Transportation Branch (STTB) are responsible for preparing and maintaining this document. Please submit your comments or questions about this document to [Monica.Napier@education.ky.gov](mailto:Monica.Napier@education.ky.gov) or by calling (502) 564–5279, ext. 4436.

**Documentation for Incident Reports**

In the past, reports have been submitted on paper to KDE. KDE no longer accepts paper copies of the Annual report. The Daily School Bus Incident form paper copy of the report is available on the KDE Web site to use to prepare information to be submitted to the online reporting site:

<http://education.ky.gov/districts/trans/Pages/Reporting.aspx>

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## KDE TRANSPORTATION WEB PAGE

KDE Web Site Path: <http://education.ky.gov/districts/trans/Pages/default.aspx>

The screenshot shows the Kentucky Department of Education (KDE) website. The header includes the KDE logo, the text "KENTUCKY DEPARTMENT OF EDUCATION", and the tagline "Every Child Proficient and Prepared for SUCCESS". Navigation links include "About Schools & Districts", "Instructional Resources", "Administrative Resources", and "Site Map". The main content area is titled "KDE > Administrative Resources > Transportation". On the left, a sidebar lists "Administrative Resources" with sub-links: "Transportation", "Items of Interest", "Training", "Buses", and "Transportation Briefcase". The main content area has a "Transportation" header, a "Last Updated on Saturday, April 28, 2012 at 10:02 PM" timestamp, and a paragraph stating: "The Kentucky Department of Education's Pupil Transportation Branch is dedicated to the safe transport of Kentucky's school children." Below this, a bold notice reads: "All Transportation Personnel need to read the following memo from the Transportation Cabinet - April 2, 2012" followed by a link: "New Timeline for CDL Application Processing (up to 10 days)". Another bold notice says: "ATTENTION! ATTENTION! -ATTENTION! CDL License & Medical Card Information". A paragraph follows: "It has come to our attention that the medical / license renewal process is creating confusion. PLEASE adhere to the following steps to make this". To the right of the text is a photo of a yellow school bus. At the bottom right, "Contact Information" is listed as "Roy Prince".

Registration for New Users or Users needing to retrieve their Log in information:

Path: <http://education.ky.gov/districts/trans/Pages/Reporting.aspx>



The screenshot shows the login page for the Kentucky Department of Education's Web Applications. The header includes the Kentucky.gov logo, the department name, and a banner image of children. The main content area is titled 'Web Applications Login' and contains a 'Welcome!' message, instructions on how to use the system, and a list of quick links. On the right, there is a login form with fields for 'User Name' and 'Password', a 'Sign In' button, and links for 'Registered Users', 'Forgot your user name and/or password', and 'KDE User Help System'. A 'Security Disclaimer!' link is at the bottom right.

Kentucky.gov KY Agencies | KY Services

**KENTUCKY DEPARTMENT OF EDUCATION**  
Every Child Proficient and Prepared for SUCCESS

Web Applications Login

Home

**Welcome!**

Please use your user name and password.

If you are having trouble accessing EPSB applications, please contact the EPSB Help Desk via e-mail at [EPSBHelp@ky.gov](mailto:EPSBHelp@ky.gov).

**Quick Links**

- Kentucky Department of Education
- KDE Open House
- School Report Card Archive
- Kentucky Testing Reports
- Technology Readiness Survey Reports

**Registered Users**

User Name:

Password:

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

[Security Disclaimer!](#)

Path: <https://applications.education.ky.gov/login/>

\*\*If you have not used the Driver Database before, you will need to contact one of the (3) three people listed below (after contacting your WAAPOC) to have your log on information verified and added to the KDE Web Applications web page.

Monica Napier 502-564-5279, ext. 4436

John Wyatt 502-564-5279, ext. 4458

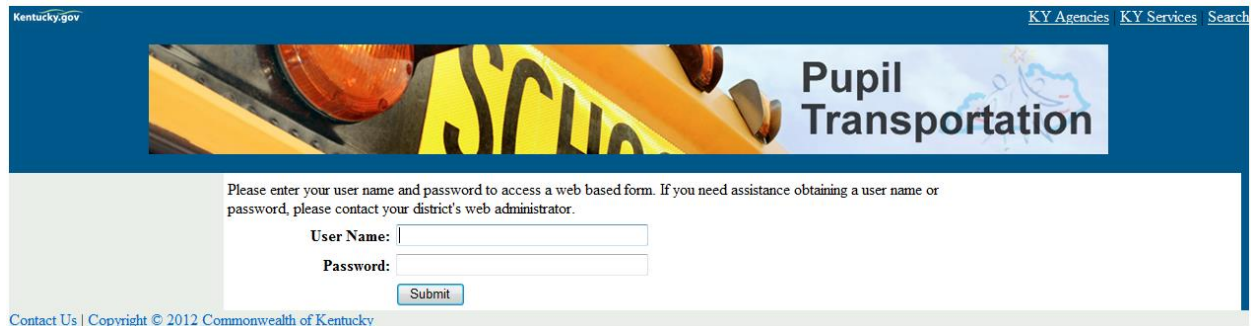
Elisa Rosemond 502-564-5279, ext. 4406

\*\*If you have failed to recover your forgotten user id or password after 3 attempts, the system will lock you out and you will need to contact the KDE Help Desk at 502-564-2020 and ask them to reset your password.

## Kentucky Online Bus Incident Reporting

Link path on KDE Web Page: <http://education.ky.gov/districts/trans/Pages/Reporting.aspx>

Direct Link to Site: [https://odss.education.ky.gov/busincident\\_web/](https://odss.education.ky.gov/busincident_web/)

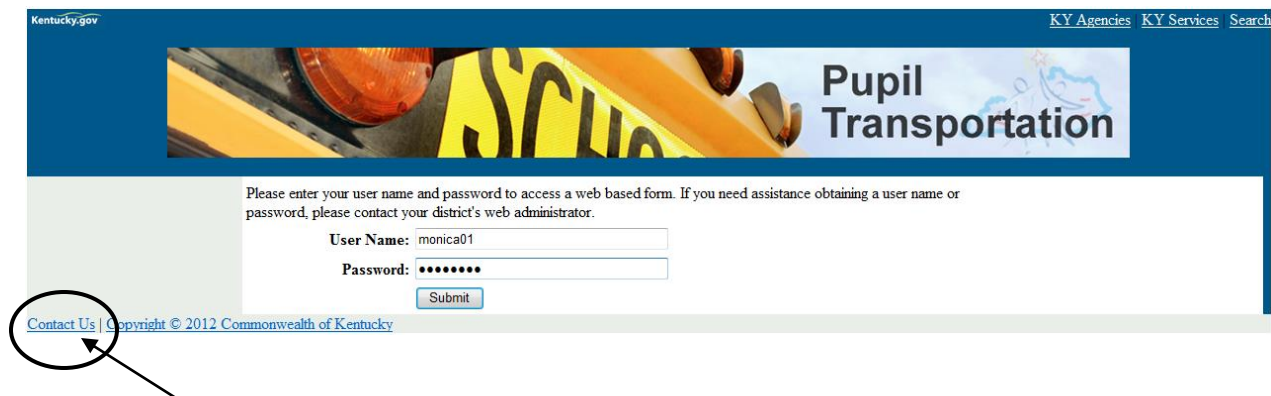


If you have forgotten your user name or password you may *retrieve your user information at the below link*:

Path: <https://applications.education.ky.gov/login/>

\*\*If you have failed to recover your forgotten user id or password after 3 attempts, the system will lock you out and you will need to contact the KDE Help Desk at 502-564-2020 and ask them for assistance and to reset your password.

## Screen shot of Login page:



Contact Us Link: If you need assistance, please feel free to use the “Contact Us” link on the bottom left of the log in screen.

**Screen shot of successful login:**

The screenshot shows the 'Pupil Transportation' web application interface. At the top, there is a blue header with the 'Kentucky.gov' logo on the left and links for 'KY Agencies', 'KY Services', and 'Search' on the right. Below the header is a banner image of a yellow school bus with the text 'Pupil Transportation' overlaid. The main content area has a light blue background. On the left, there are links: 'Logout', 'Add Incident', 'Update/Submit', and 'Incident Report'. On the right, there is a welcome message: 'Welcome to the Bus Incident Submission page! This page allows electronic submission of bus incident data to the Kentucky Department of Education. To access a web based form, please click the appropriate form.' Below this, it says: 'If you have any questions, please feel free to contact our office at (502)564-3846. Instructions to use and submit each form are located on the form's page.' At the bottom, it states: 'You are logged in as MONICA01 and belong to the KDE User group.' The footer contains the text 'Contact Us | Copyright © 2012 Commonwealth of Kentucky'.

**Data Field****Add Incident**

This option is used to add a new incident into the data base. Click on Add Incident to add a new report.

Beginning with Screen I, for your convenience, there is a link to “Quick Reference” instructions listed on the top of each page.

The screenshot shows the 'SCREEN I' data entry form. At the top, there is a banner image of a yellow school bus with the text 'Pupil Transportation' overlaid. Below the banner, the title 'SCREEN I' is centered. The instructions read: 'Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions.](#)'. The form fields are: 'District:' with a dropdown menu showing 'KDE'; 'Date of Incident:' with a date picker showing '11/11'; 'Time of Incident:' with a time picker; 'Number of Buses Involved:' with a dropdown menu showing '1'; and 'Was Incident:' with radio buttons for 'Urban' and 'Rural', where 'Rural' is selected. At the bottom, there are 'Next' and 'Cancel' buttons. The footer contains the text 'Copyright © 2012 Commonwealth of Kentucky'. An arrow points from the text above to the 'Instructions' link, which is circled.



## Description of Data Entry Fields, SCREEN 1

**SCREEN I**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

**District:** KDE

**Date of Incident:** / /

**Time of Incident:** :

**Number of Buses Involved:** 1

**Was Incident:** ☐ Urban ☒ Rural

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District

This field should only display the district name for the user entering the incident report.

Date of Incident

Date the incident occurred. Data should be entered in 00/00/0000 format.

Time of Incident

Time the incident occurred. Time should be entered in the 00:00 format. Make sure that a.m. or p.m. is selected after the time by entering either "a" or "p" to select the a.m. /p.m. field.

Number of Buses Involved

Select the number of buses involved in this incident by clicking on the drop down list located on the right of the box.

Was Accident

Select the correct dial button; this is appropriate for the location of this incident either Urban or Rural.

Next

Select this dial button if you have completed all fields to move to the next screen.

Cancel

Select this dial button if you have identified errors and wish to cancel the report. Information will not be saved.

**Example of Completed Add Incident, SCREEN 1:**
Instructions.' The form fields are: District: KDE (dropdown), Date of Incident: 7/18/2012 (text), Time of Incident: 06:15 AM (text), Number of Buses Involved: 2 (dropdown), Was Incident: Urban (radio), Rural (radio, selected). At the bottom are 'Next' and 'Cancel' buttons. A footer link says 'Copyright © 2012 Commonwealth of Kentucky'."/>

**SCREEN I**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

**District:** KDE

**Date of Incident:** 7/18/2012

**Time of Incident:** 06:15 AM

**Number of Buses Involved:** 2

**Was Incident:** ☐ Urban ☒ Rural

[Next](#) [Cancel](#)

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**Example of blank Add Incident, SCREEN II**
Instructions.' The form fields are: Bus Side Number: -- Select a bus -- (dropdown), Bus Driver Name: -- Select a driver -- (dropdown), Type of Incident: -- Select an incident type -- (dropdown), Type of Incident Comment: (text), Manner Of Collision: -- Select a manner of collision -- (dropdown), Manner Of Collision Comment: (text). At the bottom are 'Next' and 'Cancel' buttons. A footer link says 'Contact Us | Copyright © 2012 Commonwealth of Kentucky'."/>

**SCREEN II**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

**Bus Side Number:** -- Select a bus --

**Bus Driver Name:** -- Select a driver --

**Type of Incident:** -- Select an incident type --

**Type of Incident Comment:**

**Manner Of Collision:** -- Select a manner of collision --

**Manner Of Collision Comment:**

[Next](#) [Cancel](#)

[Contact Us](#) | [Copyright © 2012 Commonwealth of Kentucky](#)

**Description of Data Entry Fields**

Bus Side Number

Select side number of the first bus involved in this incident (assigned bus number displayed on outside of bus). Select the number using the drop down list.

Bus Driver Name

Select the name of the first bus driver involved in this incident. Select the name by selecting from the drop down list.

Type of Incident Comment

This field is to enter any comment that you would like to make regarding the type of incident involving this bus.

Manner of Collision

Select the manner of collision associated with the first school bus. Select it by choosing the manner most closely associated with the incident located in the drop down box. If "other" is selected, additional comments must be made in the next box named "manner of collision comment".

Manner of Collision Comment

Collision comments must be made in this box if "other" was selected as type in the "manner of collision" box. Specific comments regarding the manner of the collision involving this school bus must be entered here. Failing to do so will cause an error field to be displayed until comments have been added.

**Example of completed *Add Incident* for SCREEN II**

[Logout](#)

**SCREEN II**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#)

**Bus Side Number:** -- Select a bus --

**Bus Driver Name:** -- Select a driver --

**Type of Incident:** Other

**Type of Incident Other:** deer ran across road

**Type of Incident Comment:** bus hit deer

**Manner Of Collision:** Head-on

**Manner Of Collision Comment:**

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Next

Select this dial button if you have completed all fields to move to the next screen in the new incident report

Cancel

Select this dial button if you have identified errors and wish to cancel the report. Information may not be saved.

## Screen shot of blank Add Incident, SCREEN II

**SCREEN III**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

Bus #: 001

Location Of Bus: -- Select a bus location --

Property Damage Only: ☐ Yes ☒ No

Age	On Board Male Fatality	On Board Female Fatality	On Board Serious (All)	On Board Moderate (All)	On Board Minor (All)	Off Bus Male Fatality	Off Bus Female Fatality	Off Bus Serious (All)	Off Bus Moderate (All)	Off Bus Minor (All)
Under 3:										
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Non-District Personnel:

Order:

## Enlarged screen shots below for data field definition –SCREEN

III

**SCREEN III**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

Bus #: 001

Location Of Bus: -- Select a bus location --

Property Damage Only: ☐ Yes ☒ No

Age	On Board Male Fatality	On Board Female Fatality	On Board Serious (All)	On Board Moderate (All)	On Board Minor (All)	Off Bus Male Fatality	Off Bus Female Fatality	Off Bus Serious (All)	Off Bus Moderate (All)	Off Bus Minor (All)
Under 3:										
3:										
4:										
5:										
6:										
7:										
8:										
9:										

## Description of Data Fields

Location of Bus

Select the appropriate location of the bus from the drop.

Property Damage  
(Yes or No)

Select “yes” if there are no injuries involved and only property damage was present in this incident. Select “no” if there were any injuries or fatalities associated with this incident. If “No” is selected the system will advance you to the next appropriate page by passing injury associated data fields

The following fields are associated **only if “Yes”** was selected above- if No was selected the system will automatically move to the next pertinent screen associated with the incident report.

**SCREEN III**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

Bus #: 001

Location Of Bus:

Bus:

Property Damage Only: ☐ Yes ☐ No

APR	On Board Fatalities	On Board Injuries	On Board Property Damage	On Board Fatalities	On Board Injuries	On Board Property Damage	Off Board Fatalities	Off Board Injuries	Off Board Property Damage	Off Bus Fatalities	Off Bus Injuries	Off Bus Property Damage
Under 3												
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New District:

Personnel Order:

## Description of Data Fields (If YES is selected.)

[Logout](#)

**SCREEN III**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

**Bus #: 001**

**Location Of Bus:** -- Select a bus location --

**Property Damage Only:** ☐ Yes ☒ No

Age	On Board Male Fatality	On Board Female Fatality	On Board Serious (All)	On Board Moderate (All)	On Board Minor (All)	Off Bus Male Fatality	Off Bus Female Fatality	Off Bus Serious (All)	Off Bus Moderate (All)	Off Bus Minor (All)
Under 3:										
3:										
4:										
5:										
6:										
7:										
8:										
9:										

Age

Select the age/designation associated with the injured passengers/district personnel on board the bus for this specific incident.

On Board Gender Fatality  
(Male or Female)

Select this field associated with a FATALITY that occurred on board the bus and identify the appropriate gender and age group.

On Board Serious (All)

Select this field associated with any/all genders of passengers that had a serious injury while on board the bus and designate the age from left column.

On Board Moderate (All)

Select this field associated with any/all genders of passengers that had a moderate injury while on board the bus and designate the age from left column.

On Board Minor (All)

Select this field associated with any/all genders of passengers that had a minor injury while on board the bus and designate age from left column.

Off Bus Gender Fatality  
(Male or Female)

Select this field associated with a FATALITY that only occurred OFF the bus and identify the appropriate gender and age group.

Off Bus Serious (All)

Select this field associated with any/all genders of passengers that had a serious injury that occurred off the bus and designate the age from left column.

Off Bus Moderate (All)

Select this field associated with any/all genders of passengers that had a moderate injury that occurred off the bus and designate the age from left column.

Off Bus Minor (All)

Select this field associated with any/all genders of passengers that had a minor injury that occurred off the bus and designate the age from left column.

Next

Select this dial button if you have completed all fields to move to the next screen in the new incident report.

Cancel

Select this dial button if you have identified errors and wish to cancel the report. Information may not be saved.

### Screen shot example of reported injuries for first bus involved in incident:

Age	On Board Male Fatality	On Board Female Fatality	On Board Serious (All)	On Board Moderate (All)	On Board Minor (All)	Off Bus Male Fatality	Off Bus Female Fatality	Off Bus Serious (All)	Off Bus Moderate (All)	Off Bus Minor (All)
Under 3:										
3:										
4:										
5:										
6:										
7:										
8:				1						1
9:										
10:										
11:										
12:										
13:										
14:										
15:										
16:										
17:										
18:										
Over 18:										
District					1					
Other:										

Non-District Personnel Other:

The example above indicates that there were three (3) injuries involved in this incident. One on board male/female age 8, one off bus minor male/female aged 8 and one district employee (driver, monitor, teacher etc.).

The following fields are associated **only if "No"** was selected:

**Screen shot example of property damage only – SCREEN III**

[Logout](#)

### SCREEN III

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

**Bus #:** 001

**Location Of Bus:** Approaching loading zone

**Property Damage Only:** ☒ Yes ☐ No

[Next](#) [Cancel](#)

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**Data Entry Fields:**

Hit by the bus	Select this field to designate the number of injured pupils that were hit by the bus.
Hit by another vehicle	Select this field to designate the number of injured pupils that were hit by another vehicle.
On the bus	Select this field to designate the total number of injured pupils that were on the bus.
Other Description	Select this field to <u>describe</u> the total number of injured others that were on the bus (driver, monitor, teacher, etc.).
Number of Others	Select this field to designate the total number of others that were on the bus (driver, monitor, teacher, etc.).
On the side of the road	Report the total number of previously reported injured pupils that were injured on the side of the road.
In the roadway	Report the total number of previously reported injured that were injured on the side of the road
On the sidewalk	Report the total number of previously reported injured that were injured on the side of the sidewalk



On the bus	Report the total number of previously reported injured that were injured on the bus
Other description	Report the description of the others that were on injured on the bus (driver, monitor, teacher, etc.)
Number of other	Report the total number of others that were previously report as others injured on the bus
Next	Select this dial button if you have completed all fields to move to the next screen in the new incident report
Cancel	Select this dial button if you have identified errors and wish to cancel the report. Information may not be saved.

Screen shot example of completed injury with previous example of 3 injuries 1 off bus, 1 on bus and 1 other:

[Logout](#)

**SCREEN III - INJURY**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

Bus #: 001

**NUMBER OF PUPILS**

Hit by the bus: 1

Hit by another vehicle:

On the bus: 22

Other Description:

Number of Other:

**NUMBER OF INJURED PUPILS**

On side of road:

In roadway:

On sidewalk:

On the bus: 1

Other Description:

Number of Other: 1

[Next](#) [Cancel](#)

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**PLEASE DO NOT ENTER "0" INTO THE DATA FIELDS, IF THERE IS NO DATA TO ENTER FOR THAT FIELD. PLEASE LEAVE THE FIELD BLANK; THE SYSTEM WILL RECOGNIZE THAT THERE IS NO INFORMATION IN THAT FIELD. ENTERING A "0" WILL CAUSE THE SYSTEM TO GENERATE A "LOAD IN PROCESSING ERROR" ERROR MESSAGE AND IN SOME INSTANCES WILL CAUSE AN IRREVERSABLE ERROR THAT CANNOT BE CORRECTED. IF THIS OCCURS, PLEASE CONTACT KDE TO HAVE THE REPORT DELETED AND ENTER A NEW REPORT FOR THAT INCIDENT. THIS ERROR MESSAGE MAY NOT APEAR UNTIL THE REPORT HAS BEEN SAVED OR SUBMITTED.**

**SCREEN IV**

Information on the bus involved in the this incident is displayed on the left hand side of the page

Was there a failure of safety equipment <input type="radio"/> Yes <input checked="" type="radio"/> No	Select the appropriate response for this incident
Collision Was In Intersection: <input type="radio"/> Yes <input checked="" type="radio"/> No	Select the appropriate response for this incident

Collision was with

Select the most appropriate response from the drop down list located at the end of the data field. If other is selected; other comments must be entered in the data field describing "other" selection.

Collision Description

Select the most appropriate response from the drop down list located at the end of the data field. If other is selected; other comments must be entered in the data field describing "other" selection.

Bus Direction Comments

Report comments on the buses direction.

First point of impact  
(Using chart above)

Report the original point of impact to the bus occurring in this incident using the diagram shown on the page in corresponding lettered points of impact from the drop down box located at the end of the data field.

Incident Was In Roadway: <input type="radio"/> Yes <input checked="" type="radio"/> No	Select the appropriate response for this incident	
--	---	--

Approximate speed of bus

Report the speed of the bus at the time of the incident in the data field.

Number of passengers  
(excluding driver)

Report the total number of passengers on the bus at the time of the incident (excluding the driver).

Bus use at the time of the incident

Select the appropriate use of the bus at the time of the incident from the drop down box located at the end of the data field. If "other" is selected, "other comments" must be entered describing "other".

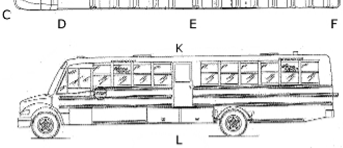
Next

Select this dial button if you have completed all fields to move to the next screen in the new incident report

Cancel

Select this dial button if you have identified errors and wish to cancel the report. Information may not be saved.

### Screen shot of completed SCREEN IV



Was There A Failure Of The Bus Safety Equipment: ☐ Yes ☒ No

Collision Was In Intersection: ☐ Yes ☒ No

Collision Was With:

Collision Description:

Bus Direction Comment:

First Point Of Impact (using chart above):

Incident Was In Roadway: ☐ Yes ☒ No

Approximate Speed Of Bus:

Number Of Passengers (excluding driver):

Bus Use At Time Of Incident:

Bus Use Other:

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**SCREEN V**

Light Conditions

Select the light conditions that best describe the conditions of the incident from the drop down box located at the end of the data field

Weather Conditions

Select the weather conditions that best describe the conditions of the incident from the drop down box located at the end of the data field

Road Conditions (Check all that apply):

<input checked="" type="checkbox"/>	Dry
<input type="checkbox"/>	Wet
<input type="checkbox"/>	Ice
<input type="checkbox"/>	Muddy
<input type="checkbox"/>	Snow packed
<input checked="" type="checkbox"/>	Holes or ruts
<input type="checkbox"/>	Under repair
<input type="checkbox"/>	Other

Road condition other

Describe "other" road conditions

Additional comments

List any additional comments that you would like to list regarding this incident

Next

Select this dial button if you have completed all fields to move to the next screen in the new incident report

Cancel

Select this dial button if you have identified errors and wish to cancel the report. Information may not be saved.

## Screen shot of completed SCREEN V:

[Logout](#)

**SCREEN V**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

Bus #: 001

Light Condition: Dark, not artificially illuminated

Weather Condition: Clear

Road Condition (check all that apply):

- ☒ Dry
- ☐ Wet
- ☐ Ice
- ☐ Muddy
- ☐ Snow packed
- ☒ Holes or ruts
- ☐ Under repair
- ☒ Other

Road Condition Other: tornadoic weather

Additional Comments:

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## SCREEN VI

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

Bus #: 001

Bus Driver Name: JUNGLE, JANE OF THE

Bus Driver License #: 88888888

Bus Driver Gender: F

**AT THE TIME OF THE INCIDENT**

Age Of Bus Driver: 22

Driver Issued A Citation: ☐ Yes ☒ No

Driver's Experience Driving School Bus: Over 10 years

Driver Number of Bus Collisions (in last 3 years): 0

Driver Received PreService Training Course: ☒ Yes ☐ No

Driver Received InService Training (last 364 days): ☒ Yes ☐ No

Driver's Seat Belt In Use (when collision occurred): ☒ Yes ☐ No

Additional Incident Information / Explanation:

Content: The driver was injured by the deer coming through the window.

Submit Incident to KDE:

## Date entry fields at top of screen:

Bus driver name

Driver name selected should automatically be displayed

Bus driver license number

Driver license number should automatically be displayed

Bus driver gender

Select appropriate gender for driver by using drop down list located at the end of the data field

Data entry fields after "AT THE TIME OF THE INCIDENT"

Age of bus driver

Enter the age of the bus driver as of the day of the incident

Driver issued a citation ☐ Yes ☒ No

Select the appropriate answer  
regarding this incident

Driver experience

Enter the years of the school bus driving experience of the driver on the day the incident occurred by selecting from the drop down box located at the end of the data field

Driver number of collisions

Enter the number of collisions the driver had been involved in **over the last 3 years** as of the date of the incident

Driver training

Driver Received PreService Training Course: ☒ Yes ☐ No

Driver Received InService Training (last 364 days): ☒ Yes ☐ No

Driver's Seat Belt In Use (when collision occurred): ☒ Yes ☐ No

Select the appropriate  
answer for the bus driver  
relating to this specific  
incident

Additional Information

Enter any additional incident information/explanation that you feel is pertinent to this incident and this particular bus.

Save

Select Save to move on to the information regarding the other bus/vehicle involved in this incident. Also, save or retain the information in the system on this bus incident information.

Cancel

Select this dial button if you have identified errors and wish to cancel the report. Information may not be saved.

Submit incident to KDE

Unavailable option at this point in the incident application at this time as incident report is not complete. This report is only one of the vehicles listed in this incident; this option will not be available until information has been listed on all the buses involved in this incident. Select save to move to the information for the other bus(s) involved in this incident.

**\*\*Once you select "Save" the system will go back to **SREEN II** for data entry on the remaining bus(s) involved in this incident, if any.**

Screen shot of continuing Incident Report for more the one bus involved in Incident Report

Kentucky.gov KY Agencies KY Services Search

**Pupil Transportation**

**SCREEN II**

Please input the appropriate data and then press 'Next' when you are finished. For Help, please read the [Instructions](#).

Bus Side Number: -- Select a bus --

Bus Driver Name: -- Select a driver --

Type of Incident: -- Select an incident type --

Type of Incident Comment:

Manner Of Collision: -- Select a manner of collision --

Manner Of Collision Comment:

Next Cancel

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### Repeat instructions for Screen II to Screen VI.

Select Submit to KDE and the report will be submitted electronically. At this point the incident is considered final and no additional changes can be made to the report. If an error is identified after a report has been submitted, please contact Monica Napier or Patrick Galloway to have the status changed back to "N" (not submitted to KDE) so that changes can be made to the report by the district.

### UPDATE/SUBMIT

Use this option if you have saved or submitted a report that was incomplete or needs to be changed. This option will allow you to search for your incident report within a 31 day time span.

Date From:  To:

Select your to and from date (or the actual date if know) and the system will display any incidents within that time period.

Submit

The submit (save) button is used to enter data into the database once you have verified the information you are updating is correct and contains the changes you want to make to the district bus driver data. The changes are not saved until the submit button has been depressed.

Cancel

Select this dial button if you have identified errors and wish to cancel the report. Information may not be saved.

## Screen Shot for Data Submission

**SEARCH SCREEN**

Please input the appropriate data and then press 'Submit' when you are finished. For Help, please read the [Instructions](#).

District: KDE

Date From: 7/1/2012 To: 7/31/2012

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After selecting the “submit” (if there are any incidents in that date span) the screen below will come up.

**SEARCH RESULTS**

Please select the appropriate incident to process.


	Incident Date	# of Buses	Bus Numbers	Drivers	Incident Complete	Submitted KDE
<input type="button" value="Submit"/>	07/18/12	2	001	JUNGLE	Y	N

There is 1 incident between 07/01/12 and 07/31/12

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If the report you are looking for is displayed in the search results, select the blue submit box located to the left of the incident date to open that incident report. Once the report opens, make any necessary changes or corrections, continue through the report until SCREEN IV and then submit to KDE to finalize the report (this will change the “N” indicator under Submitted to KDE to “Y” for yes).





[Logout](#)

### SEARCH RESULTS

Please select the appropriate incident to process.


	Incident Date	# of Buses	Bus Numbers	Drivers	Incident Complete	Submitted KDE
<a href="#">Submit</a>	05/01/12	2	10, 2	ADAMS, BEARD	Y	Y
<a href="#">Submit</a>	05/03/12	1	24	GILLIAM	Y	N
<a href="#">Submit</a>	05/05/12	3	0013, 27, 29	COOPER, GILLIAM	N	N

There are 3 incidents between 05/01/12 and 05/31/12

[Back](#) [Cancel](#)

\*Please note change in status and Incident Complete status(s) from “N” to “Y” indicating successful transmission to KDE.

If there are no incidents on a particular date or time span you will get an error message indicating no results have been found for that date in the database



[Logout](#)

### SEARCH RESULTS

There are no incidents that satisfy this criteria.


Please select the appropriate incident to process.

[Back](#) [Cancel](#)

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After receiving this message you can select “Back” to select another date or “Clear” to go back to the main menu.

### View the Submitted Incident Report



[Logout](#)

[Add Incident](#)  
[Update/Submit](#)  
[Incident Report](#)

Welcome to the Bus Incident Submission page! This page allows electronic submission of bus incident data to the Kentucky Department of Education. To access a web based form, please click the appropriate form.

If you have any questions, please feel free to contact our office at (502)564-3846. Instructions to use and submit each form are located on the form's page.

You are logged in as **MONICA01** and belong to the **KDE User** group.

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Select **"Incident Report"** to view submitted reports to KDE and then enter the dates you wish to see to check your submitted report information. The report can then be saved and/or opened. Follow the prompts to save or open the file.

\*KDE strongly recommends that you complete the Accident Form prior to logging into the online Incident Reporting web application. This will allow you to have all of the incident information in hand.

### Annual Incident Reports

Select this option to view completed submitted report by fiscal year. Select the fiscal year from the drop down box and click submit. This will show you all the reports submitted by your district submitted and un-submitted by fiscal year.

KDE recommends checking the report status many times during the year to check for duplicate or un-submitted reports in the system. All reports will be displayed under this option for that fiscal year. If you determine that there are reports that are duplicates and need to be deleted, please email KDE for assistance in deleting the reports from the system. A written request is needed to delete any incident report in the system from the district.

Kentucky.gov KY Agencies KY Services Search

**Pupil Transportation**

ANNUAL INCIDENTS SEARCH SCREEN

Please select a school year and then click Search to search for incidents entered for that school year.

District: KDE

School Year: 2012 - 2013

Search Cancel

Logout

If you need assistance, please do not hesitate to contact KDE at 502-564-5279, ext. 4436.